

RECORD OF THE REGULAR MEETING OF THE BROOKLINE SCHOOL COMMITTEE HELD ON **THURSDAY, SEPTEMBER 24, 2015** AT 6:00 PM IN THE JAMES F. WALSH SCHOOL COMMITTEE ROOM, 5<sup>TH</sup> FLOOR, TOWN HALL. STATUTORY NOTICE OF THIS MEETING WAS FILED WITH THE TOWN CLERK.

School Committee Members Present: Ms. Ditkoff (Chairman), Ms. Scotto (Vice Chairman), Mr. Chang, Ms. Charlupski, Mr. Glover, Mr. Pollak, Ms. Stone, and Ms. Stram.

School Committee members absent: Dr. Jackson.

Also present: Dr. Fischer-Mueller, Dr. Shmukler, Ms. Dunn, Mr. Lummis, Mr. Kahn, and Ms. Coyne.

Others Present: Steve Lantos and Grant Rhode.

**1. ADMINISTRATIVE BUSINESS**

**a. Calendar**

Ms. Ditkoff called the meeting to order at 6:00 PM. She noted upcoming events on the calendar.

**b. Consent Agenda**

**ACTION 15-44**

On a motion of Ms. Stone and seconded by Mr. Chang, the School Committee VOTED UNANIMOUSLY to approve the item included in the Consent Agenda.

- i. Past Record: September 10, 2015 School Committee Meeting

**2. WELCOME TO CHINA EXCHANGE VISITORS**

Chairman of the Brookline High School China Exchange Steering Committee Grant Rhode noted that is the 16<sup>th</sup> year of the program. He thanked the School Committee and administration for their support. Steve Lantos, China Exchange Coordinator at Brookline High School expressed his appreciation to the School Committee, school administration and teachers, and the host families. Mr. Lantos then introduced the students and their teacher who described their experiences and initial impressions of Brookline and the Brookline High School. The students and teacher expressed their gratitude for this opportunity. The School Committee members welcomed the students and talked about the value of international exchanges.

**3. SUBCOMMITTEE REPORTS**

**a. Finance**

**i. FY 2017 Budget Development Process Calendar (2<sup>nd</sup> Reading/Vote)**

Ms. Stram presented the revised FY 2017 Budget Development Process Calendar (Attachment A). She explained the changes to the document presented on September 10, 2015. The Calendar will be modified as additional meetings get scheduled. Ms. Dunn explained the Capital Improvements Program (CIP) development process.

**ACTION 15-45**

On a motion of Ms. Stram and seconded by Ms. Charlupski, the School Committee VOTED UNANIMOUSLY to approve the FY 2017 Budget Development Process Calendar, as shown in Attachment A.

**ii. FY 2017 School Committee Budget Development Guidelines and Priorities (2<sup>nd</sup> Reading/Vote)**

Ms. Stram presented the revised FY 2017 School Committee Budget Development Guidelines and Priorities (Attachment B). She explained the changes to the document presented on September 10, 2015. School Committee members suggested changing the fifth item under ongoing commitments to the following: “Robust art, music, foreign language, and physical education as part of the school day.”

**ACTION 15-46**

On a motion of Ms. Stram and seconded by Mr. Chang, the School Committee VOTED UNANIMOUSLY to approve the FY 2017 School Committee Budget Development Guidelines and Priorities, as shown in Attachment B, and as modified above.

The next meeting of the Finance Subcommittee will take place on September 28, 2015. The agenda will include discussion of the financial policy review process and budget updates.

**b. Capital Improvements**

**i. Proposed Amendment to the Contract with Civic Moxie for the Brookline School Site Identification Study (Vote)**

Mr. Pollak explained that the original contract was for \$60,825 and reflected detailed work for up to three priority sites for a potential new K-8 school. Following direction from the Town boards and staff, CivicMoxie is now finalizing the report including analysis of six priority sites. In addition, the Board of Selectmen and School Committee have expressed interest in retaining CivicMoxie to present work and participate at several public meetings following the issuance of the report. The budget for these additional services is an increase of \$16,400, for a total contract budget of \$77,225.

**ACTION 15-47**

On a motion of Mr. Pollak and seconded by Ms. Stone, the School Committee VOTED UNANIMOUSLY to approve Contract Amendment #1 between CivicMoxie and the Town of Brookline related to the Brookline School Site Identification Study, reflecting additional services and budget in the amount of \$16,400, as shown in Attachment C.

Mr. Pollak reported that the Capital Improvements Subcommittee will be meeting on October 2, 2015. The agenda will include discussion of Town Meeting Warrant

Article 6: Authorization to file and accept grants with and from the Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs for the Parkland Acquisitions and Renovations for Communities Grant Program for improvements to Larz Anderson Park and presentation and discussion of the School Department's draft Capital Improvements Program (CIP) requests.

**c. Curriculum**

Ms. Charlupski reported that the Curriculum Subcommittee will be meeting on September 30, 2015. The agenda will include review of District MCAS results and 2015-2016 Curriculum Subcommittee priorities.

**d. Government Relations**

**i. Appointment of Massachusetts Association of School Committees (MASC) Delegate**

Ms. Stone reported that the School Committee needs to appoint a Delegate to the Massachusetts Association of School Committees.

**ACTION 15-48**

On a motion of Ms. Stone and seconded by Ms. Ditkoff, the School Committee VOTED UNANIMOUSLY to appoint Lisa Jackson to the position of Massachusetts Association of School Committees Delegate.

Ms. Stone reported that the Government Relations Subcommittee will be meeting on October 13, 2015 to discuss and hold a public hearing on Town Meeting Warrant Articles 6, 7, and 18.

**e. Policy Review**

Ms. Stone reported that the Policy Review Subcommittee met on September 17, 2015 to review priorities for 2015-2016 and the proposed meeting schedule and to discuss the proposed Public Schools of Brookline Admissions Policy (Residency). The Subcommittee will continue review of this policy at the next Subcommittee meeting on November 19, 2015.

**f. Additional Liaisons and Updates**

Mr. Glover reported that he attended the Steps to Success Board meeting. Twenty-two students graduated last year and we wish them well. We are grateful to the sponsors who assisted with the annual Party in the Park and to all the program's supporters. Ms. Charlupski reported that she attended the EDCO Educational Collaborative Board meeting. Finances have improved and program participation has increased. Ms. Stone reported that the 21<sup>st</sup> Century Fund Board is meeting this evening. The organization has hired an executive administrator. The annual gala will take place on November 14, 2015.

Ms. Ditkoff provided an update on the Superintendent's news. She confirmed that we do not have a superintendent vacancy at this point. The Superintendent has

accepted another role pending successful negotiation of a contract, but has not resigned from Brookline. The School Committee has started to discuss the hypothetical process if the Superintendent does resign. The School Committee is committed to transparency. If there is a vacancy, the School Committee expressed support for a rapid naming of an interim; will need to discuss which current priorities will still need to be executed in the coming year; will need to establish a search process and timeline (target hire date of next summer); engage a national search firm that will attract a diverse set of candidates; and put in place a communication system to make sure that the process is transparent and that the information gets out to the community. There was general consent for the Chairman to draft an interim superintendent job posting if that becomes necessary before the next School Committee meeting.

#### **4. PUBLIC COMMENT**

Brookline resident Arthur Conquest repeated concerns expressed in his September 8, 2015 letter to the *Brookline TAB*. He believes that the Public Schools of Brookline have, at times, not hired qualified Black candidates for leadership and teaching positions and that this needs to change

#### **5. STUDENT REPORT**

Mr. Kahn reported that the course scheduling process went well. Ms. Holman is teaching a history class on gender and society. Student Legislature candidates have been making speeches during advisory period. Polling is being done on line and the results should be available next week. There is a new college and career counselor position at the high school. The Brookline High School PTO will be sponsoring a college essay workshop this Saturday. At the urging of the Brookline High School Gay Trans Straight Alliance, many teachers asked students to introduce themselves with their preferred name and pronoun. This action demonstrated increased inclusivity and respect for all students. Courageous Conversations is attempting to create another group at the school focused on students.

#### **6. SUPERINTENDENT'S REPORT**

##### New Administrators

- *Jesenia Castro, Director – Office of Student Affairs*

*Jesenia Castro has been appointed as Director of Student Affairs for The Public Schools of Brookline. For the past year, Ms. Castro served as Director of Family Services at Boston Youth Sanctuary. In that role she was responsible for new student recruitment and placement and, in concert with the transportation department, she developed new policies and procedures for children and families. Prior to her most recent position, Ms. Castro was a Regional Program Director at Today's Students Tomorrow's Teachers (TSTT), where she mentored and trained high school students who were interested in becoming public school teachers. Ms. Castro has vast professional experience, including having served for nearly eight years as METCO Program Director at Reading Public Schools, and having been a Social Worker at Lucy Stone Elementary School in Dorchester, as well as for the Department of Social Services. Ms. Castro received certification in 2008 as a TESA facilitator. She has been*

*a member of National Alliance of Black School Educators since 2005, and serves as a member of Black Educators Alliance of Massachusetts. Ms. Castro holds a BSW and a MSW from Simmons College.*

- *Donna Finnegan, Interim Vice Principal – Runkle School*  
*Donna Finnegan has accepted the position of Interim Vice Principal at the Runkle School for the 2015-2016 school year. Ms. Finnegan has been an integral member of our school community for the past five years, overseeing all of our school's special education services in her role as Runkle's Educational Team Facilitator. In addition, she has worked closely with school administration on several critical committees, including Runkle's Leadership Team, Weekly Update Team, and Data Team, and she was recently elected to the Runkle School Council. Donna has also coordinated the annual 8th Grade trip to New York City. Prior to joining Runkle in 2010, Donna worked as a Speech/Language Pathologist at the Baker School for eight years and in the Concord Public Schools for 12 years, where she was also a co-teacher in a Grade 2 classroom. Donna has continued her work in Concord as the Inclusion Coordinator and Director of the Summer at Alcott program through the Concord Recreation Department. Donna earned her Bachelor of Science degree from the University of New Hampshire, her Master of Science degree from Emerson College, and she received her Administrator Certification through the EDCO Collaborative.*
- *Josh Howe, Vice Principal – Baker School*  
*Josh Howe has accepted the position of Vice Principal of the Baker School. Mr. Howe began his career at the Runkle School before moving to Grade 2 at the Baker School. He has served as the leader of the Baker Bullying Prevention Coordinating Committee and has been a member of the Baker School Site Council. He has led professional development workshops and Critical Friends groups both at the school and district levels. During the 2012-2013 school year, Josh completed his principal internship with Dr. Mary Brown at the Baker School. Mr. Howe earned his undergraduate and graduate degrees from the University of Massachusetts.*
- *David Jeong, Interim Vice Principal – Heath School*  
*David Jeong has been appointed Interim Vice Principal of the Heath School. Mr. Jeong has been an educator for 22 years, serving as a music teacher for grades K-6, a choral director for grades 1-8, and an assistant principal and building principal in K-5 schools. Starting in the suburbs of Chicago, he has worked the last 15 years of his career in the towns of Sudbury and Wellesley, both as a teacher and administrator. David earned a Bachelor of Music Education from Northern Illinois University and a Master of Music Education from the University of Hartford.*
- *Ben Lummis, Special Assistant to the Superintendent for Strategy and Performance*  
*Ben Lummis has been appointed as the Special Assistant to the Superintendent for Strategy and Performance. Mr. Lummis is an accomplished leader, problem solver, and team builder who has worked in and around public education for twenty years. Ben worked as Vice President with the National Center on Time and Learning, leading*

*the TIME Collaborative, a five-state initiative to develop models of high quality expanded time schools. In this position, Mr. Lummis led the team responsible for direct work with principals, teachers, and district leaders helping them to effectively expand the school day and calendar to increase academic achievement, strengthen instruction, and deepen student engagement. Until recently Ben served as Vice President of Educator and Professional Development Programs at EF Education First, one of the world's leading international education companies. He has also served as Director at the Center for Collaborative Education and as a School Committee member in Cambridge. He began his career as a middle school English teacher in Cambridge and Needham. Ben earned a Master of Arts degree in Teaching at Tufts University and a Bachelor of Arts degree in Philosophy and Economics from the University of Michigan.*

- *Darby Neff-Verre, Guidance Coordinator – Brookline High School*  
*Darby Verre has been appointed to the position of Guidance Coordinator at Brookline High School. She is a 30-year veteran of secondary school guidance counseling and adjustment counseling. She began her career as a counselor at the McKinley Elementary and Middle Schools in Boston, worked as a counselor at the Chenery Middle School in Belmont, then was an adjustment counselor at Belmont High School. Ms. Verre was most recently in the Newton Public Schools where she has served as a guidance counselor at Newton North High School since 1996. For the past four years, she has also been in a leadership role as the middle and high school ELL Liaison/Leader in Newton where she helped lead the district-wide articulation of ELL practices and clinical supports for language learners. In her ELL role, she led the Newton North ELL department in its plan to integrate better clinical supports for ELL students, in particular recent immigrants. Darby has deep knowledge of how special education connects with guidance/counseling and how modern career and technical education connects with guidance/counseling. She is an expert at supporting students and families in the college search and the post-secondary planning process. At North, she was a valued member of its administrative leadership team. Darby completed her undergraduate work at Hobart William Smith College and received a Masters in Counseling from Lesley University.*
- *Saeed Ola, Vice Principal – Upper Devotion School*  
*Saeed Ola has been appointed as Vice Principal at Upper Devotion School. Mr. Ola has been a middle school mathematics and social studies teacher at Runkle School since 2008. His experience also includes time as an Assistant Dean of Students and Residence Director at the Exploration School summer program and as an instructional aide with METCO. Saeed graduated from Swarthmore College in 2007 with a Bachelor of Arts in Psychology. He then went on to earn a Master of Arts in Teaching from Simmons College in 2013 and a Master of Education in Organizational Management from Endicott College in 2014.*
- *Elaine O'Sullivan, Director of Human Resources*  
*Elaine O'Sullivan has been appointed to the position of Director of Human Resources for The Public Schools of Brookline. Ms. O'Sullivan most recently served as the*

*Director of Human Resources at Massachusetts College of Art and Design, a position she has held since 2007. Elaine has been responsible for developing faculty and staff search committee guidelines, implementing strategies designed to attract a diverse group of applicants to teaching positions, and handling labor relations matters with three collective bargaining units. She has also served Framingham State College for four years as the Director of Human Resources, Affirmative Action and Disability Services, and as the Assistant Director of Human Resources for the Boston Police Department. She started her professional career at Hay Management Consultants, an international human resources consulting company, which provided her with an opportunity to work with a wide spectrum of clients, both public and private. Ms. O'Sullivan has also served as Chair of the Colleges of the Fenway, Human Resources Committee and is a former member of the Commonwealth Compact, Higher Education Steering Committee. Elaine holds a Master of Public Administration from Suffolk University and a Bachelor of Arts from Saint Anselm College.*

- *Matthew Rosenthal, Coordinator – Enrichment and Challenge Support*  
*Matthew Rosenthal has been appointed as Coordinator of Enrichment and Challenge Support (ECS). Mr. Rosenthal's past experiences in education demonstrate his passionate commitment to educational excellence through innovation and equity. Prior to Brookline, Matthew served as the Mathematics Department Head for Clarke and Diamond Middle Schools in Lexington, MA for three years and the Mathematics Curriculum Coordinator for Oak and Sherwood Middle Schools in Shrewsbury, MA for five years. From 1998-2007, Mr. Rosenthal taught mathematics at Brown Middle School in Newton, MA. Across these experiences as a teacher and administrator, Matthew has focused on developing and refining differentiated instruction, individualized learning, project-based learning, and effective technology integration. Mr. Rosenthal's colleagues describe him as a creative and collaborative leader, with an unwavering commitment to providing meaningful educational opportunities for all children. Mr. Rosenthal earned his undergraduate degree at McGill University in Montreal, Quebec, Canada, and his Master of Arts in Teaching from Boston University.*
- *Wendy Ryder, Director of Special Education (Specialized Programs)*  
*Wendy Ryder has been hired as a Special Education Administrator to oversee specialized programming, inclusive of extended school year, related services, assistive technology and paraprofessional development and training. Prior to joining Brookline, Ms. Ryder worked as Special Education/Student Services Administrator for City on a Hill Charter Public Schools Network. Accomplishments included establishing special education/student services departments for the opening of two new high schools within two years. Ms. Ryder also served four years as Special Education Administrator for Howe Manning Elementary School, Middleton, MA, and nine years in the Beverly Public Schools, Beverly, MA as Early Childhood Coordinator and Team Chairperson. She has acted as a consultant for several school systems in evaluating and enhancing related services programs. Ms. Ryder started her career in healthcare, working as Director of Rehabilitation Services at Union Hospital, Lynn, MA. Program development highlights include creating groundbreaking programs in occupational*

*medicine services and contracted therapy programs for area public schools. Ms. Ryder received a BA in Sociology/Communications from Villanova University and a MA in Occupational Therapy from New York University.*

- *Jim Stoddard, Interim Principal – Runkle School*

*Jim Stoddard has accepted the position of Interim Principal of the Runkle School. Jim has held the position of Vice Principal at the Runkle School since 2008. Jim began his career in Brookline in 1998 at the Baker School, first as a Math Specialist for Grades 1 & 2 helping to implement the ThinkMath curriculum, before moving to Grade 7 and Grade 8 Math Teacher. Prior to joining the Public Schools of Brookline, Jim taught math at the Fenn School in Concord and at St. Andrew's School in Barrington, Rhode Island. Mr. Stoddard is also a Master Teacher and has worked with programmers in developing "Tinkerplots" a statistical software package for middle school students. Jim earned a Bachelor of Arts in Psychology from Brown University; a Master of Education, Middle School Education from Lesley University and a Certificate of Advanced Graduate Studies (CAGS) in Education Leadership from Simmons College.*

*National Merit Semifinalists*

*Officials of the National Merit Scholarship Corporation (NMSC) recently announced the names of approximately 16,000 Semifinalists in the 61<sup>st</sup> annual National Merit Scholarship Program. These high school seniors have the opportunity to compete for some 7,600 National Merit Scholarships worth about \$33 million that will be offered next spring. About 90% of the Semifinalists are expected to attain Finalist standing, and more than half of the Finalists will win a National Merit Scholarship. We are pleased to announce that the following eight Brookline High School seniors have been named as Semifinalists in this competition: Zachary Altshuler, Jacob Arnstein, Elizabeth Filine, Samuel Klein, Enrico Micali, Jaime Serrato Marks, Sofia Tong, and Harold Triedman.*

*Enrollment*

*As of Tuesday, September 15, 2015, we had a total PK-12 enrollment of 7,790 students, which represents an increase of 212 students over our enrollment on that same day in 2014. Although these enrollment figures should be viewed as preliminary until we report the October 1<sup>st</sup> figures to the Department of Elementary and Secondary Education, we are able to relate the following regarding these numbers:*

*Elementary (K-8)*

- *K-8 enrollment has increased as follows: 4,818 students in 2011-2012, 5,077 students in 2012-2013, 5,216 students in 2013-2014, 5,326 students in 2014-2015, and 5,472 students in 2015-2016.*
- *Kindergarten enrollment stands at 629 students, including the participation of 15 materials fee and 22 METCO students. We are operating 30 sections of kindergarten across our eight elementary schools.*
- *Our first grade enrollment is 703 students, up from 681 students in kindergarten (+22) enrolled at the opening of the 2014-2015 school year.*



- *Second grade enrollment stands at 630 students, down slightly from 639 students in first grade (-9) enrolled at the beginning of last school year.*
- *Third grade enrollment is 700 students, up from 683 students in second grade (+17) enrolled at our 2014-2015 opening.*
- *Fourth grade enrollment is 597 students, down from 618 students in third grade (-21) enrolled when this class was in third grade.*
- *Fifth grade enrollment stands at 551 students, up from 527 students in fourth grade (+24) enrolled at the opening of the 2014-2015 school year.*
- *Sixth grade enrollment is 610 students, down from 632 students in fifth grade (-22) enrolled at the beginning of last school year.*
- *Seventh grade enrollment is 543 students, up slightly from 538 students (+5) enrolled when this class was in sixth grade.*
- *Eighth grade enrollment is 509 students, down slightly from 505 students in seventh grade (-4) enrolled at the beginning of last school year.*

#### *High School*

- *Brookline High School enrollment has increased as follows: 1,780 students in 2011-2012, 1,781 students in 2012-2013, 1,800 students in 2013-2014, 1,898 students in 2014-2015, and 1,961 students in 2015-2016.*
- *Ninth grade enrollment is 502 students, down slightly from 503 students (-1) enrolled in 8<sup>th</sup> grade at the beginning of the 2014-2015 school year.*
- *Tenth grade enrollment is 514 students, up from the 491 students (+23) enrolled when these students were freshmen.*
- *Eleventh grade enrollment is 486 students, up slightly from 479 students (+7) enrolled at the beginning of their sophomore year.*
- *Twelfth grade enrollment is 447 students, up slightly from 438 students (+9) enrolled when these students were juniors.*

#### *Elementary Schools*

- *Baker School enrollment has actually decreased for 2015-2016. School enrollment for the past four years is as follows: 673 students in 2011-2012, 734 students in 2012-2013, 750 students in 2013-2014, 803 students in 2014-2015, and 794 students in 2015-2016.*
- *Devotion School enrollment has increased as follows: 763 students in 2011-2012, 820 students in 2012-2013, 838 students in 2013-2014, 811 students in 2014-2015, and 850 students (in two locations) in 2015-2016.*
- *Driscoll School enrollment has increased as follows: 530 students in 2011-2012, 548 students in 2012-2013, 549 students in 2013-2014, 573 students in 2014-2015, and 588 students in 2015-2016.*
- *Heath School enrollment has increased as follows: 492 students in 2011-2012, 518 students in both 2012-2013 and 2013-2014, 535 students in 2014-2015, and 551 students in 2015-2016.*
- *Lawrence School enrollment has increased as follows: 623 students in 2011-2012, 652 students in 2012-2013, 660 students in 2013-2014, 667 students in 2014-2015, and 684 students in 2015-2016.*

- *Lincoln School enrollment has increased as follows: 548 students in both 2011-2012 and 2012-2013, 563 students in 2013-2014, 568 students in 2014-2015, and 575 students in 2015-2016.*
- *Pierce School enrollment has increased as follows: 696 students in 2011-2012, 738 students in 2012-2013, 779 students in 2013-2014, 811 students in 2014-2015, and 841 students in 2015-2016.*
- *Runkle School enrollment has increased as follows: 493 students in 2011-2012, 519 students in 2012-2013, 559 students in 2013-2014, 558 students in 2014-2015, and 589 students in 2015-2016.*

#### *Early Education*

- *We currently have 62 early education students attending programs in elementary schools and 239 students participating in classes at external sites (including rental properties).*

#### *Out-of-District Special Education Placements*

- *A total of 56 students are in out-of-district special education placements, representing a decrease from the 61 students in these types of placements at the beginning of the 2014-2015 school year.*

#### *METCO and Materials Fee*

- *A total of 293 students are enrolled through METCO for the current year. This includes 197 students in grades k-8 and 96 students at Brookline High School.*
- *A total of 192 students are enrolled through the Materials Fee program for the current year, down from 202 students at this time last year. The present enrollment includes 146 k-8 students and 46 students at Brookline High School.*

### **7. SCHOOL COMMITTEE PROPOSED VOTES**

#### **a. Memorandum of Agreement between the Brookline Community Foundation and the Town of Brookline (Scholarships for Brookline High School Seniors)**

Ms. Dunn presented the proposed Memorandum of Agreement between the Brookline Community Foundation and the Town of Brookline – Scholarships for Brookline High School Seniors (Attachment D). In response to a question from Ms. Charlupski, Ms. Dunn explained that this agreement does not replace or supplant the traditional avenue for donors wanting to establish a scholarship with specific criteria. It provides an additional vehicle.

#### **ACTION 15-49**

On a motion of Ms. Ditkoff and seconded by Ms. Stone, the School Committee VOTED UNANIMOUSLY to authorize and accept the terms of the Agreement for Brookline Community Foundation Scholarship Fund for Brookline High School, as shown in Attachment D.

**b. Revised Agreement between the Brookline Community Foundation and the Public Schools of Brookline (Fund for Young Children)**

Ms. Dunn presented the revised Agreement between the Brookline Community Foundation (BCF) and the Public Schools of Brookline – Fund for Young Children (Attachment E). Ms. Charlupski expressed concern that the 1½% fee for administering this scholarship seems high. Other School Committee members commented that the fee seems reasonable given the need for outside financial services and noted that this is a BCF Board decision that may not be negotiable. The School Committee decided to vote on the issue, but requested a future update and clarification from Ms. Dunn.

**ACTION 15-50**

On a motion of Ms. Dittkoff and seconded by Ms. Scotto, the School Committee VOTED (eight in favor and one, Ms. Charlupski, opposed) to authorize and accept the terms of the Agreement for Brookline Community Foundation funds that support Brookline early childhood education (including the Brookline Early Education Program – BEEP), as shown in Attachment E.

**c. Memorandum of Agreement with the Brookline Educators Union-Paraprofessional Unit**

Ms. Stone presented the Memorandum of Agreement with the Brookline Educators Union-Paraprofessional Unit (Attachment F). She explained that System Substitute, System Nurse Substitute Schedule #15 was inadvertently left out of the 2014-2015 agreement. This memorandum corrects this oversight.

**ACTION 15-51**

On a motion of Ms. Stone and seconded by Mr. Glover, the School Committee VOTED UNANIMOUSLY to approve the Memorandum of Agreement with the Brookline Educators Union-Paraprofessional Unit, as shown in Attachment F.

**d. Memorandum of Agreement with the Brookline School Transportation Employees Association**

Ms. Stone presented the Memorandum of Agreement with the Brookline School Transportation Employees Association (Attachment G). She explained that this agreement will address a discrepancy between the Town's Living Wage Ordinance rate and the entry rate in the collective bargaining agreement.

**ACTION 15-52**

On a motion of Ms. Stone and seconded by Mr. Glover, the School Committee VOTED UNANIMOUSLY to approve the Memorandum of Agreement with the Brookline School Transportation Employees Association, as shown in Attachment G.

**8. PRESENTATIONS AND DISCUSSIONS OF CURRENT ISSUES**

**a. Update on Central Administrative Staffing and Structure**

Ben Lummis, Special Assistant to the Superintendent for Strategy and Performance, presented an update on Central Administrative Staffing and Structure (Attachment H). A strong and capable Central Administration team is needed to:

- 1) Support the people, program and facilities that provide the energized teaching, engaged learning, and innovative practices for which Brookline is known;
- 2) Proactively lead the continued growth and increasing complexity of our system and our student body;
- and 3) Meet the growing number of local, state and federal requests and mandated requirements.

The Central Administration required to support a system of 8,000 students is different in structure and scale than that which supported a system of fewer than 6,000 students.

The new Central Office structure will help us to:

- 1) Allow the Superintendent to focus on the educational program and fulfilling the educational mission of the school system;
- 2) Increase the level of support and accountability provided to Principals through evaluation, supervision, coaching, and mentoring;
- and 3) Enhance operations to focus on the education program, establish policy and procedures, and formalize our way of doing business;

4) Establish manageable spans of control within departments to provide improved mentoring, coaching, supervision, and evaluation;

5) Sharpen our focus on recruitment, hiring, orientation, mentoring, professional learning, and evaluation;

6) Emphasize the importance of our Strategic Plan, create and implement action plans, and measure our performance relative to the Strategic Plan; and

7) Establish means and strategies for more public reporting of our performance on key strategic measures and for sharing the work that is happening in our schools.

While the rollout of the reorganization will continue throughout this year and into next year, some highlights include:

Overall: FY 2016 – Six new positions, five positions that have been replaced with a new role, and 16 people who have a new manager; FY 2017 – Three new positions and ten people who have a new manager.

Superintendent: Superintendent shares evaluation responsibility for principals with Deputy Superintendent of Teaching and Learning and Deputy Superintendent of Student Services.

Administration and Finance: Human Resources Department is now a part of Administration and Finance rather than a separate department; Deputy Superintendent has four direct reports instead of seven; Director of Facilities and Operations will be able to provide more effective support and oversight to Facilities, Food Services, Transportation, and Custodial Services. We are currently hiring for this position; New position of Manager of Special Revenue Funds will result in more effective collection documentation and tracking of fees and special revenues.

Teaching and Learning: Deputy Superintendent reduces supervisory load from 15 direct reports in FY 2015 to nine in FY 2016 and seven in FY 2017; New position of Senior Directors of Programs replaces Director of Grants and Program Review and provides support and oversight to Directors of English Language Learner (ELL) Program,

METCO, and Adult and Community Education; New position of Senior Director of Teaching and Learning responsible for support and oversight of all PK-8 Coordinators. Student Services: Deputy Superintendent will reduce load from ten direct reports in FY 2016 to six in FY 2017; In FY 2017, Senior Director of Special Education comes on and provides support and oversight to Special Education team.

Strategy and Performance: Special Assistant on staff and assessing strategic planning process and the strategic use of data and communications; Data team putting in place the staff to clean up and maintain high quality data and improve processes by adding one staff member in FY 2016 and FY 2017.

**9. NEW BUSINESS**

There was no new business to discuss.

**10. PROPOSED EXECUTIVE SESSION**

By unanimous roll call vote at 8:20 PM, the School Committee entered into Executive Session to consider the purchase, exchange, lease or value of real property because the Chairman has declared that an open meeting may have a detrimental effect on the School Committee's negotiating position and to conduct strategy sessions in preparation for negotiations with nonunion personnel (superintendent, administration). Ms. Ditkoff noted that the School Committee will reconvene in open session at the end of the executive session for the purpose of adjourning. By unanimous roll call vote at 10:00 PM, the School Committee reconvened in public session.

**11. ADJOURNMENT**

Ms. Ditkoff adjourned the meeting at 10:00 PM.

Respectfully Submitted,

Robin E. Coyne, Executive Assistant  
Brookline School Committee